

23 March 1964

MEMORANDUM FOR THE RECORD

Subject: Items discussed with [] on 18 March 1964

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1. NOON MOVIE PROGRAM

This Program was established to provide Agency employees with information about Customs and Circumstances in foreign countries. It specifically excludes training, management and entertainment type programs. Attendance, so far, has been beyond expectation and on several occasions it has been standing room, only. The program will be continued as long as materials are available.

2. PAPERWORK LOAD HEAVY FOR EXECUTIVE OFFICER

On an average day, approximately 1 linear foot of memorandum, staff studies and reports of various kinds come to the Executive Officer's desk. In most instances, this material has a deadline date, and therefore must be acted upon promptly. A large percentage of it is for the DCI's office. Some of the material is lengthy, repetitious and needs refinement. On the other hand, it is difficult to return the material to the originator because of sensitivity of feelings and because of the dateline. I suggested to [] that he arrange with OTR to obtain the Army Effective Writing movie and use it to improve the writing of Reports, Staff Studies and other materials now coming to the O/DDS. He thought this was a good idea and will take it up with []

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3. AREA Conference

[] agreed that I should attend the AREA Conference on 27-28 April at the New York Hilton, New York. He also agreed that it would be a good idea for me to take another day to see the operation of the Records Center for the New York City Government.

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4. RECORDS ADMINISTRATION STAFF MONTHLY REPORTS

[] said that he thought I should continue preparing the same type of monthly reports. He feels that these serve a useful purpose and acquaints him and the DDS with our activities. He was complimentary about content and the language we used. He said that our reports were explicit and did not contain any excess verbage.

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5. SUPERVISOR TRAINING PROGRAM

The DCI has requested the development of a one-day Supervisor Training Program. The objective is to develop guides and standards for supervision to use in identifying problem personnel cases. The Director is particularly concerned about absenteeism and unusual living patterns observed by supervisors. The Director was particularly motivated by [REDACTED] He believes that proper supervision will detect such things as a history of absenteeism and its causes and effects. Some cases have been detected and steps have been taken to investigate them and eliminate the personnel where justified. Some of these are being detected now through the normal course of the Agency Security Program through reinvestigations and the PG procedures. This has caused considerable problems in some instances where alcoholism is a problem. We will be advised when this training program will be conducted.

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